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13 January 1948

MEMORANDUM FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

ATTENTION: Executive for Administration & Management

SUBJECT: Adjustment of FBI West Coast Bureau Table of Organization

1. After personal inspection of the operations of the FBI West Coast Bureau, the Chief, FBI, has determined that the volume of monitoring coverage maintained at this Bureau has so increased since positions of the current table of organization were requested in October 1946 that the following adjustments are required:

- a. Addition of one Engineer, P-5, to make a total of four in this grade. The Bureau operates twenty-four hours per day, seven days per week, and present volume and distribution of coverage require that technical personnel on each of the twenty-one shifts per week be under the supervision of a professional engineer. A total of four engineers, P-5, is adequate, with engineer, P-4, covering the odd shift and leaves of absence.
- b. Addition of two editors, CAF-9, to make a total of three in this grade. Present distribution of editorial work-load requires an assistant to the editor-in-charge on each of the two night shifts. Three editors at CAF-9 will cover adequately the fourteen shifts per week, with slight allowance for leaves of absence.

2. It is requested that these two adjustments of the FBI West Coast T/O be effected, and in order to implement the proposed changes it is requested that the FBI U. S. Field Personnel Ceiling be changed from 96 to 98 for all the remaining quarters of the fiscal year 1948.

Brigadier General, USA
Assistant Director for Operations

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Ret. Chief FBI-1

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